

West Earl Township

157 W. Metzler Road, PO Box 787, Brownstown, PA 17508

www.westearltwp.org



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Snow Removal Procedures



The winter season is upon us and the Public Works Department would like to remind you of the general policy for snow removal. Each winter storm event could be cause for change however.

The major roads are attended to first with the residential streets following. Salt and anti-skid material is spread onto the roadway at the onset of the storm. When the snow accumulates to around 3 inches, the center of the road will be plowed one pass in each direction. This process may take place a couple of times throughout the duration of the storm. As the storm ends the plow will return to widen the street to its full width. Keep in mind that if you clear your driveway or sidewalk there is a possibility of snow getting onto those areas that you have cleared.

In our attempt to clear the snow from the roads, plowed snow occasionally damages mailboxes and plastic fences. Wet, heavy snow and slush increases the chance for damage to occur. To reduce the potential for damage to your mailbox make sure that it is tightly secured on a solid post. Residents are reminded that mailbox damage occurring from the plowed snow is the responsibility of the property owner. The Public Works Department will make every effort to avoid causing any damage.

Additional reminders during snow events:

- Do not push or blow snow onto the roadway. This creates hazardous driving conditions.
- Please park vehicles off the street whenever possible. When the crew has done the widening of the street, they will not return to clear parking spaces.
- It is recommended that you wait to clear your sidewalk until after the crew has widened the street. This will prevent the need for additional shoveling of the sidewalks.
- Drive carefully on snow and ice covered streets.

Any questions, please contact the Director of Public Works at 859-3201.

Talmage Sewer Extension News



As most Township residents know, the Sewer Authority began construction on public sewer facilities in the Talmage area in November of 2009. At this time a majority of the force main has been installed along with a majority of the laterals and grinder tanks in the Talmage portion of the project. The Brownstown section of the project will begin immediately after the Talmage section is completed. If construction continues to progress as planned, both sections should be complete in April with connection notices directly following. Once the connection notices are issued, those properties affected will have 90 days to connect to the sewer system.

The Sewer Authority would like to thank all Township residents for their patience during this construction.

The Township would like to thank Gerz Nurseries in Leola for donating a Christmas Tree to the Municipal Office for the 2009 Holiday Season.

Thank you!

Residential Building/Zoning Permit Requirements

In general, whenever there is any construction, alterations or renovations undertaken (whether residential or commercial), a permit must first be obtained from the Township. (See below for exceptions).



Calls are received by the Township every month regarding whether interior alterations and renovations require a permit from the Township.

Unless you are making *repairs* to the interior of your building – or equipment within the building, all interior renovations and alterations require a Zoning Permit. This permit ensures that the alteration or renovation is compliant with the permitted use of the property and does not violate any prior zoning approvals.

A Zoning Permit will require the submission of a plot plan of the property identifying any existing structures on the property as well as a floor plan of the area being altered or renovated both how the area currently exists and how it will look once altered or renovated.

A Zoning Permit is reviewed by Township staff.

If your proposed project involves the alteration of structural components (e.g. load-bearing walls, or ceilings and/or floors) or if the project involves the modification of an existing doorway or stairway, an additional “Building Permit” is necessary to ensure compliance with the Pennsylvania Uniform Construction Code.

The “Building Permit” may require, along with a plot plan and the required floor plan, additional details including but not limited to, a schematic detail of dimensions and type of lumber, an electrical and plumbing layout plan if necessary, and energy compliance information.

A Building Permit is reviewed by Township staff for compliance with the Zoning Ordinance as well as being sent to a third party agency for review for compliance with the Pennsylvania Uniform Construction Code.

Permit applications are available at the Township Office and online at www.westearltp.org.

Projects which **do not** require a permit (residential uses only):

- * A fence within or separating properties;
- * Replacing roof covering materials;
- * Repair/replacement of equipment (e.g. heating and air conditioning, water heaters);
- * Installation of a private sidewalk; and,
- * Replacement of doors and windows in existing openings

Lancaster County Prescription Drug Discount Card Program UPDATE

Lancaster County residents have saved more than \$150,000 on over 8,500 prescription medications since the Lancaster County Prescription Drug Discount Card Program was initiated in May 2009. And now realizing this saving is easier than ever.

If you have not been able to pick a card up from the West Earl Township Municipal Office, you can now print an active Lancaster County Prescription Drug Discount Card online. To use this new tool, visit www.caremark.com/naco and select “Print a card”. You will then be prompted to enter your zip code. Select ‘Next’ and an ID card will be generated for your immediate use at participating pharmacies

The program, offered by the Lancaster County Board of Commissioners, provides a discount on prescription drugs not covered by another health plan at any of the 91 participating pharmacies in Lancaster County or 59,000 participating pharmacies Nationwide.

The cards are FREE and there are no eligibility requirements, enrollment forms, or membership fees to use the Lancaster County Prescription Drug Discount Card program. Simply pick up a card and take it to a participating pharmacy to receive a discount. One card can be used for the whole family!

For additional information about the program or to find a participating pharmacy near you, please visit www.caremark.com/naco, www.co.lancaster.pa.us, or call toll free 1-877-321-2652. **You may also contact the County Commissioners’ Office at 299-8300.**

This program is available through the Commissioners’ partnership with the National Association of Counties (NACo) and is administered by Caremark.



Credit Cards Now Accepted for Municipal Payments



The Township now offers the convenience of accepting Mastercard and Discover for Municipal payments. A third-party convenience fee will apply to cardholders who wish to pay via credit card. Such fee will be disclosed to the cardholder at the time of the transaction with the option to decline the fee and make payments via cash or check. The fee will be 2.45% of the transaction amount (\$1.50 minimum).

You may also choose to make a credit card payment through the mail by using the small form below. Simply fill-in all the information requested and mail it along with your payment stub to the Township Office at PO Box 787, Brownstown, PA 17508. A receipt for the transaction will be mailed back to you. The fee mentioned above will also apply to these transactions. Unfortunately, Visa is not accepted for payments at this time.

CREDIT CARD PAYMENT MAIL-IN FORM

PAYMENT ITEM : Sewer Bill _____
(acct #)

Water Bill _____
(acct #)

Trash Bill _____
(acct #)

Other: _____

*Please return to the Township Office at:
 PO Box 787, Brownstown, PA 17508*

First Name: _____
 Last Name: _____
 Street Address: _____
 Zip Code: _____
 Credit Card: Mastercard
 Discover
 Card #: _____
 Exp Date: _____
 CVV2 code #: _____
(3-digit security code on back of card)

Refuse/Recycling News

For those on the Township's trash collection program

The trash collection calendars for 2010 were recently mailed to all trash customers. If you did not receive a calendar please call the Township office at 859-3201 and request that one be mailed to you.

The next white goods (large appliances like washers, dryers and refrigerators) pick up will be Saturday, April 10th, 2010. Tags for white goods can be purchased at the Township office for \$12 each. *Please note that this white goods pick up is for the Township's trash customers only and is not a Township-wide pick up.*

Yard waste pick up will begin on April 13th and continue through September 28th. Please check your trash calendars for more specific dates.

Snow & Ice Removal Ordinance

The Township has an ordinance in place that gives snow and ice removal guidelines for residents of properties located within the Township.

Properties That Adjoin a Sidewalk

Residents of properties that adjoin a sidewalk are responsible for removing snow and ice from the sidewalk. A path of at least 24 inches in width must be cleared. If the snow and ice has become too hard to remove, non-skid or abrasive material must be placed onto the sidewalk in order to make it safe for travel. This must be done no later than 24 hours after the snow has stopped falling.

Snow and Ice Removal from Roofs

It is the responsibility of residents of properties in the Township to remove snow and ice from their roofs in order to prevent it from falling onto sidewalks or streets. This must be done no later than 24 hours after the snow has stopped falling.

Thank you for helping to keep the streets and sidewalks safe for residents.

West Earl Township
PO BOX 787
Brownstown, PA 17508

Presorted
First-Class Mail
U.S. POSTAGE
PAID
Brownstown, PA
Permit No. 1



Meetings

West Earl Board of Supervisors

Meets the 2nd and 4th Monday of every month at 7:00pm

West Earl Planning Commission

Meets the 3rd Tuesday of every month at 7:00pm

West Earl Parks and Recreation Board

Meets the 3rd Monday of every month as needed at 7:00pm

West Earl Zoning Hearing Board

Meet 1st Wednesday of the month as needed at 7:30pm

West Earl Sewer Authority

Meets the 2nd Wednesday of every month at 7:00pm

West Earl Water Authority

Meets the first Monday of every month at 7:00pm



Important Phone Numbers

- Municipal Office 859-3201
- Fax Number 859-3499
- Tax Collector 656-4075
- Water & Sewer Dept
(after hours) 859-3725
- Police Department 859-1411
- Emergencies 911
- Police Dept Fax 859-3630
- Building Inspector 733-1654
- Zoning Officer 431-3739
- Sewage Enforcement 721-9008